



BALTIMORE COUNTY  
OFFICE OF CENTRAL SERVICES  
Records Management Division

SCHEDULE NO.

C-627

PAGE NO.

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Office of the Budget

Supersedes C-453

Data Processing

AGENCY

DIVISION

ITEM  
NO.

DESCRIPTION

RETENTION

- |   |  |  |
|---|--|--|
| 1 | <u>GENERAL CORRESPONDENCE</u><br><br>Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.                                 | Screen annually and destroy that material no longer needed for current business.<br><br>Directives, policies and other material relative to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives. |
| 2 | <u>UNOFFICIAL PERSONNEL FILES</u><br><br>Files contain information on current employees. Files may contain, but are not limited to, copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports, resumes, etc. | Screen annually and destroy that material no longer needed for current reference. Retain remaining items for one (1) year after termination, then destroy.   |
| 3 | <u>LEAVE AND TIME SHEETS</u><br><br>This file contains office copies of employees annual leave and daily time recordings.  | Retain for one (1) year, then destroy.   |
| 4 | <u>BUDGET RECORDS</u><br><br>Annual Budget submissions.<br>Monthly Budget printouts.<br>Workpapers.  | Retain annual submissions for three (3) years, then destroy. Retain all other papers for three (3) years, then destroy.  |

SCHEDULE APPROVED BY  
RECORDS MANAGEMENT OFFICER

5/16/88 Derald A. Lueh  
DATE SIGNATURE

SCHEDULE APPROVED BY  
COUNTY ADMINISTRATIVE OFFICER

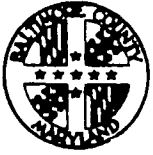
5/24/88 Keith R. Roper Jr  
DATE SIGNATURE

SCHEDULE APPROVED BY  
AGENCY, OR DIVISION REPRESENTATIVE

5/16/88 William A. Bond  
DATE SIGNATURE

SCHEDULE APPROVED BY  
STATE ARCHIVIST

6/2/88 Theresa J. [Signature]  
DATE SIGNATURE



**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

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5	<u>GENERAL ACCOUNTING RECORDS</u>  Files contain office copies of goods received memoranda, billing invoices, expense/travel reports, requisitions, petty cash vouchers, mileage reports, direct payment forms, paid bills, purchase orders, etc.	Retain for three (3) years, then destroy.
6	<u>SPECIAL ACCOUNTING RECORDS</u>  Audit Reports (internal or external), financial or program.	Retain three (3) years, then destroy.
7	<u>FIXED ASSETS FILE</u>  Fixed Assets printouts (including vehicles). IRA forms (office copy). Lost/stolen forms (office copy). Transfer forms (office copy). Surplus forms (office copy).	Retain Fixed Assets print-out for one (1) year, then destroy. Retain all other completed forms for three (3) years, then destroy.
8	<u>PUBLICATIONS HISTORY FILES</u>  This file contains one (1) copy of each publication produced by the agency.	Retain permanently for eventual transfer to the Archives.
9	<u>DATA PROCESSING SYSTEMS DOCUMENTATION</u>  Retained in binders and filed by system; binders may contain various documents such as flow charts, narratives and other material which describes how the data processing systems work and how individual programs within the systems interrelate.	Keep current by periodically removing and destroying that material no longer needed.
10	<u>DATA PROCESSING PROGRAMMING DOCUMENTATION</u>  Retained in binders and filed by program; binders may contain program narrative, program specifications, program input/output flow chart, program source listing, control card layout, and sample output.	Keep current by removing and destroying that material which has been updated.
11	<u>DATA PROCESSING REQUEST FORMS (PENDING/ACTIVE)</u>  This file contains all requests for new data processing systems or programs as well as changes to current data processing systems or programs and supporting data such as memos and charts.	Retain until requests have been completed or denied, then place in Request Forms Processing File.



**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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ITEM NO.	DESCRIPTION	RETENTION
12	<u>DATA PROCESSING REQUEST FORMS (PROCESSED)</u>  This file contains all processed requests for new data processing systems or programs and all supporting data.	Screen annually. Destroy the material which is three (3) years or older.
13	<u>JOB CONTROL LANGUAGE LISTINGS</u>  Reflects listings of control language needed to execute jobs on mainframe computer.	Retain until no longer needed, then destroy.
14	<u>BACK-UP TAPES</u>  Magnetic tape which is a back-up for all program libraries (disks), operating system software, utility software, and agency data files.	Tapes are to be retained by cycle (grandfather, father, son). Erase and recycle oldest tape when new tape is added to cycle.
15	<u>SPOOL TAPES</u>  Magnetic tapes containing report information for one, two, and four-part listings to be printed in-house. Also, used for printing various information on mailing labels, inserts, and envelopes.	Retain current print tape until new print tape is received, then erase and recycle tape if feasible.
16	<u>YEAR-END FILE TAPES</u>  Magnetic tapes are the last tapes of a file or the 52nd week tapes or are consolidated year-to-date tapes. Tapes are used as a safety reference material when fiscal year breaks are accomplished.	Retain for one (1) year and until replaced by new tape.
17	<u>VENDORS</u>  Literature - re: vendors, correspondence with vendors, order blanks, etc.	Retain for two (2) years, then destroy.